

Mother of Mercy Adoration Chapel

Guardian and Adorer Handbook



"Be still, and know that I am God."

- Psalm 46:10



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TABLE OF CONTENTS

- Thank You1
- General Information
 - What is a Eucharistic Guardian? What is an Adorer? 1
 - Chapel Hours 1
 - Entering the Chapel During Adoration Hours1
 - Handicap Accessibility 2
 - Guardian Sign In2
 - Restrooms 2
 - Signing Up to Be a Eucharistic Guardian 3
- Finding a Substitute 3
- Protocol If No One Arrives4
- In Case of Emergency During Your Hour 4
- Closing Policy 5
- Chapel Conduct & Respect for the Blessed Sacrament6
- How to Spend Your Time in Adoration 7
- Important Contact Numbers 8

Dear Guardian/Adorer,

Thank you for your willingness to adore the Lord in the Blessed Sacrament. Your time spent in adoration is a precious gift to Jesus in a world of busyness, noise, and chaos. This handbook is a resource for you and contains everything you need to know about your commitment as a guardian and adoring Jesus, present in the Blessed Sacrament, at St. Gertrude Church's Mother of Mercy Adoration Chapel.

May God bless you,

St. Gertrude Church

General Information

What Is a Eucharistic Guardian? What Is an Adorer?

A Eucharistic guardian is someone who commits to an hour of adoration at the same time each week. Two guardians are needed during every hour for the chapel to remain open.

An adorer is someone who spends time—whether that's five minutes, 20 minutes, or 60 minutes—in Eucharistic adoration. You do not have to sign up or commit to a specific hour in order to be an adorer. All guardians are adorers, but not all adorers are guardians.

Chapel Hours

As of August 1, 2021, the Mother of Mercy Adoration Chapel is open daily from 7:30 a.m. to 9 p.m. Every Wednesday evening, the chapel remains open for overnight and early Thursday morning hours.

Entering the Chapel During Adoration Hours

- The priests will unlock the primary entrance door at 7:30 a.m. and lock it at 9 p.m. each day (except for Wednesday evenings and Thursday mornings).
- All guardians and adorers should use the primary entrance, remembering to enter quietly and respectfully.
- Please only use the interior side entrance from the Parish Center when utilizing the restrooms or when requiring handicap accessibility (see below).
- Please be sure all doors close securely when entering and exiting the chapel.
- Please do not allow the doors to slam, which would disturb present adorers.

Handicap Accessibility

The chapel is handicap accessible through the Parish Center lobby. Enter the Parish Center through the double doors and turn left toward the gym. Next to the St. Joseph Room and before you reach the gym, you find a hallway on the left. Follow that hallway to the chapel.

Guardian Sign In

Each time you come for your scheduled hour, you must sign in using either your cell phone or the computer located in the chapel entryway. To sign in via your phone, please visit adorationpro.org/gertrudeoh and follow the Adoration Pro instructions below. You will use these same instructions when signing in on the chapel computer. (The instructions are posted next to the computer.)

• Adoration Pro Instructions for Guardians

1. Click the "Adorer Sign in" button.
2. Click the "Scheduled Adorer Sign in" button.
3. Select your name (or the name of the person for whom you are a substitute).
4. Add a prayer intention in the box if you would like.
5. Click the "Submit" button.

• Adoration Pro Instructions for Substitute Guardians

1. Click the "Adorer Sign in" button.
2. Click the "Scheduled Adorer Sign in (or Substitute)" button.
3. Select the name of the person for whom you are a substitute.
4. Click the "Submit" button.

Please sign in at the beginning of your assigned hour. This allows the person before you to know that you are in the chapel and that he or she is free to leave.

Before you leave the chapel, be sure that a scheduled guardian for the next hour has arrived. You can determine this by visiting adorationpro.org/gertrudeoh on your phone then clicking "Adorer Sign in." Click "Scheduled Adorer Sign-in." You can also use the chapel computer to determine if the next guardian has arrived.

Restrooms

If you need to utilize the restroom during your visit to the chapel, please exit the chapel through the door in the entryway that leads to the Parish Center lobby. Once in the lobby, walk toward the kitchen area and down the hall. The restrooms are located on your right.

Sign Up to Be a Eucharistic Guardian

If you are not already a Eucharistic guardian and would like to commit to one hour each week, please visit stgertrude.org/adoration and follow the instructions below. You can also sign up using the computer in the chapel entryway; simply click the "Weekly Commitment" button and follow the same instructions below.

- **Adoration Pro Instructions for New Regular Adorers**

1. Click the "Sign Up as a Regular Adorer Here" button.
2. Choose the hour you want to commit to and click "Sign Up."
3. Fill out the form and click the "Sign Up" button at the bottom.
4. You will be asked if you would like to become a sub. Click "Yes," or "No."
5. Fill out your contact information.

Finding a Substitute

Please use the following protocol if you need a substitute immediately or know in advance that you will not be able to make your regular, committed hour. You should always first try to find a substitute on your own. If you still can't find a sub, you can contact everyone on the substitute list by submitting an online sub request.

1. Find a Substitute on Your Own

- Contact the other guardian(s) with whom you share your hour to let them know you are not able to adore during your scheduled hour on a certain day. Please verify that at least one guardian from your hour will be at the chapel for your scheduled hour.
- If your co-guardian(s) are not available or you are the only guardian for your hour, contact a guardian who is scheduled before or after your time slot to find out if he or she is able to cover your time. Or, ask if each guardian could take 30 minutes of your hour.
- Find another guardian who will switch hours with you.
- Contact a guardian who adores at your hour but on a different day to see if he or she will cover for you.
- Ask a family member or good friend to substitute for you. Please ensure that he or she knows the procedures outlined in this handbook. This provides him or her with the gift of a wonderful experience and you with a great evangelization opportunity. This method could also help us add new guardians in the future.

2. Submit an Online Sub Request

- To contact someone on the substitute list, go to the AdorationPro login web page (adorationpro.org/gertrudeoh) and click "Find a Sub."
- Enter the password "subpass."
- To submit a request to all subs, click "Auto Sub Request" and fill in your information. Once you click "Send Sub Request," an email will go out to all guardians.
- To send a sub request to a specific person, click "Manually Find a Sub from a List." You can then contact anyone on the sub list via their email or phone number.
- When someone accepts your sub request, you will receive an email indicating that he or she has accepted your request. The sub will also receive an email confirming that he or she has accepted your request.

To accept a sub request, click the "View Sub Request" button, and then click "Yes" to the question, "Can you fill this sub request?"

Protocol If No One Arrives

NEVER LEAVE THE BLESSED SACRAMENT ALONE.

If no scheduled guardian arrives for the next hour and you must leave, proceed with the following protocol:

1. Text the next scheduled guardian to see if he or she is on his or her way.
- 2. If you do not receive a response, you must stay or use the chapel phone to call 2911. A Dominican friar will come to repose the Blessed Sacrament for the remainder of the day/evening.**

If you need to use this protocol two times within any month, please let your division leader know so we can try to resolve the problem.

In Case of Emergency During Your Hour

Call 911

In case of an emergency, please do not try to reach the priest on duty. Instead, call 911 and report the concern to the Madeira Police. If you call 911, please go outside so the police know who to approach when they arrive on campus.

Feeling Uneasy While in the Chapel

If you feel uneasy for any reason while you are in the chapel, lock both chapel doors and do not open them for anyone unless you know the person. Also, alert the next guardian(s); he or she can choose to leave the doors locked if he or she prefers.

Suspicious Visitors

If someone suspicious comes into the chapel who does not seem to be there for the purpose of adoration or who asks for money, food, transportation, etc., ask him or her to step outside. You can give him or her one of the St. Vincent de Paul cards that are on the back table in the chapel and encourage the person to call the number for assistance. Do not further engage the person, and do not give the person money. If you do not feel comfortable stepping outside, give him or her the St. Vincent de Paul card while in the chapel. Please remind anyone who seems suspicious that this chapel is for Catholic adoration of the Blessed Sacrament, which requires complete silence, and the person should not be in the chapel if he or she is not here for adoration. If the person is not there for adoration, ask him or her to leave. If the person continues to be difficult, please use the chapel phone or your cell phone to call 911 to report a suspicious and difficult person at the Mother of Mercy Adoration Chapel on the St. Gertrude Church Campus.

Becoming Ill or Needing to Leave During Your Hour

If you become ill or need to leave unexpectedly during your hour and you are alone, text the next scheduled guardian to find out if he or she is on his or her way. If you do not receive a response, use the chapel phone to call 2911. A Dominican friar will come to repose the Blessed Sacrament for the remainder of the day/evening.

Closing Policy

St. Gertrude Church will close the chapel in anticipation of bad weather and for holidays and maintenance. When this happens, we will post a notice on the homepage of our website (stgertrude.org) and on the adoration webpage (stgertrude.org/adoration) indicating exactly when the chapel will close and when it will reopen.

The same information will be recorded on the Eucharistic adoration phone line, (513) 561-5954, ext. 2136.

Finally, we will send out a notice to all guardians through Adoration Pro (our online scheduling system).

If there is inclement weather, please check the aforementioned sources before you venture out.

Please Note: When the chapel is closed for whatever reason, the Blessed Sacrament will be placed in the chapel tabernacle. Scheduled guardians do not have to attend their hour during this time. The church is usually open for prayer.

Chapel Conduct & Respect for the Blessed Sacrament

Please observe the following rules when in the Mother of Mercy Perpetual Adoration Chapel:

- Please do not place anything on the altar of repose.
- Please do not leave in the chapel any personal or devotional reading materials or brochures for others to read.
- Please never remove from the chapel the spiritual reading material St. Gertrude Church provides for adorers to utilize.
- Please only use the chapel telephone if it is absolutely necessary. (The phone can only be used for outgoing calls.)
- Please silence your cell phone while in the chapel. If you choose to use any electronic device while in the chapel, please do so discreetly so as not to disturb other adorers.
- Please refrain from eating, drinking, or chewing gum in the chapel.
- Please consider how your choices and behavior in the chapel may distract others who are adoring the Lord with you.

Respecting our Lord, present before you, and other adorers:

- Genuflect upon entering the Lord's presence.
- Wear proper, respectful clothing when coming to adoration and avoid removing your shoes in this small space.
- Please do not bring animals, other than service animals, in the chapel.
- Please refrain from talking while in the chapel. Maintain an austere reverence in the presence of our Lord. If you need to speak to someone at length, hold your conversation outside of the chapel.
- Please maintain a quiet and calm atmosphere. Adoration is a peaceful, private time for each adorer.

How to Spend Your Time in Adoration

Whether you have made adoration a frequent part of your life or you are new to spending time in front of the Blessed Sacrament, know that the Lord waits in joyful anticipation of your visit with him. Relax in his presence, and let the Holy Spirit gently lead you.

Wondering what you should do during adoration? Here are some suggestions.

- Slowly read Scripture until something hits you. Then listen.
- Look at Jesus in the Blessed Sacrament, and let him look at you.
- Thank Mary for her role in bringing us the sacred body of Jesus.
- Tell Jesus something that made you happy, what you're afraid of, or what angers you. Then listen.
- Tell Jesus about your loved ones.
- Pray for an enemy.
- Talk with Jesus about your work.
- Ask St. Joseph for a happy death.
- Pray for the holy souls in purgatory.
- Sing a song for Jesus in your heart.
- Promise to trust Jesus.
- See the Blessed Virgin Mary kneeling next to you, adoring her son and praying with you.
- Ask your guardian angel (who is with you) to coach you in holiness.
- Renew your loyalty to the Church.
- Ask your patron saint to pray for you to know and do God's will.
- Tell Jesus you love him.
- Thank Jesus for the sacraments.
- Don't do anything; just sit and be with Jesus as a friend.
- Tell Jesus your failures, ask for help, and then listen.
- Slowly Pray the Our Father.
- Slowly pray the Creed.
- Pray the rosary—whether you pray 15 decades, 5 decades, or 1 decade.
- Slowly pray the Hail Mary.
- Slowly recite a favorite Psalm, such as Psalm 51 (the Miserere), one or two lines at a time.
- See our Lord in his passion, and imagine yourself standing with him as Mary did.
- Bask in the graces radiating from the monstrance.
- Consider that Jesus is sending out graces to the world right then through you.
- Tell Jesus, "Jesus, I trust in you; strengthen my trust."
- Ask Jesus, "Lord, what do you want me to do, and how do you want me to do it?"
- Ask Jesus to show you the next step. Then listen.
- Talk to Jesus from your heart.
- Pray for the pope.
- Pray for vocations.
- Make a list of your gifts and then thank God for each one of them.
- Pray for the world.
- Slowly recite the Beatitudes.
- Enjoy just being in Jesus' presence.

Important Contact Numbers

Please do not contact the parish office or the priests with questions regarding substitutions or general information pertaining to exposition. It should be only after careful discernment and great need that you contact one of the priests with a concern about exposition.

All questions and concerns about the Mother of Mercy Adoration Chapel (including changes to your schedule) should be directed to the adoration committee. Please email adoration@stgertrude.org or call or email your respective division leader.

Division Leaders

- **Communications / 12-5:59 a.m.**

Anita Pappalardo | (513) 375-9320 | adoration@stgertrude.org

- **6-11:59 a.m.**

Teresa Babcock | (513) 683-5588 | cvbabcock@juno.com

- **12-5:59 p.m.**

Patty Hook | (513)561-5022 | hookpattys@gmail.com

- **6-11:59 p.m.**

Kim Hahn (513) 520-8619 | kshahncincy@gmail.com